



POCONO MOUNTAIN SCHOOL DISTRICT
Workplace Safety Committee

WORKPLACE SAFETY COMMITTEE MEETING MINUTES
Support Staff Services Conference Room

Thursday January 19, 2017 12:45 p.m.

ATTENDANCE

Mr. Anthony Arnold, Administrative Consultant

Steve Adams	Custodial	(Absent)
Jane Brandes	Security	
Mary Mahoney	Swiftwater Transportation	
Darnell Lee	Sullivan Trail Transportation	
Gina Snyder	Sullivan Trail Transportation	
David Leggieri	Dispatcher	
George Brown	Grounds	(Absent)
James Rufo	Maintenance	
Nicholas Travagline	Vehicle Mechanic	
Melissa Lowe	Confidential Administrative Assistant.	

OLD BUSINESS

1. Old monthly safety concerns that need follow up.

- Boiler room placards; No Update. Jim Rufo still needs to meet with Greg Doleiden. No update at the meeting. Melissa investigated the reason why this was an issue in the first place. Placards were suggested back in 2013 because we were storing chemicals in the rooms. Spoke with Glenn who said the only chemical we will be storing in the boiler rooms now will be the glycol which is something that is used for the boilers. We may not need placards, but going to do more research on this to make sure a general placard is not something that is federal/state required.
- Bus Cords/Hooks (East)-No Update. Waiting on results from Mary's test of the hook. Contingent on the results, Dave L. will work with Donnie K. (Vehicle Maintenance) and Glenn I. (Maintenance) to determine numbers of hooks and an installation plan. Gina suggested another idea. Cords are expensive to replace. They get plowed away or drivers drive away while it is still plugged in. This will be discussed at the next Transportation Dispatcher meeting.
- Snow/ice runoff; slippery conditions upper entrances of WJHS (West)- No Update. Waiting on assessment and recommendations from D'Huy Engineering.
- Disposal of potentially toxic fluids/materials. (i.e. glycol, floor wax stripper, cleaning chemicals, paint, anti-freeze, motor oil, etc.). Jody has contacted Safety Kleen and he is waiting on them to come to the district with proper disposal drums. He will reach out to them again to find out the status. It was also discussed about collecting these chemicals on a quarterly basis in one location by the treatment plant and having Safety Kleen come in quarterly instead of once a year. Tony indicated surrounding Districts dispose of used cleaning fluids in the available sewer/septic systems. A separate meeting with Jody will need to be scheduled to determine the potential process for disposal and cost. Jim mentioned that there is a pallet behind the maintenance building of chemicals. He will check with Glenn and Jody about proper disposal of the items if need be.

- Bus drivers and NTA's will be provided with student behavior management training on the February 24, 2017 Act 80 Day.

NEW BUSINESS

1. The minutes from the December 15, 2016 meeting were reviewed.
2. Review personal injury form reports for December 2016
 - Committee reviewed the injuries from December 2016
 - There were 8 slips/trips/falls reported
 - There were 7 misc. items reported. 4 employees lost time.
3. District email communications/notices
 - Mary reported that she did not receive any emails.
4. New monthly safety concerns
 - Illegal parking in fire lanes. Committee discussed and we will need to get the guidelines for this.
 - Hazardous Conditions warning signage for known icy areas of the District (i.e. parking lots) should be investigated and considered. Tony will look into the cost for this and discuss with Butch in Grounds.
 - Maintenance entry door needs repair.
 - Mary reported that the light pole in the C/D row at the end of the bus lot at East is not working. Dave will put a work order in School Dude and Jim will let Glenn know about it.
6. Maintenance entry door needs repair.

GOOD OF THE ORDER

1. Committee voted that we would keep moving forward as an informal committee.
2. Grounds will need to repaint the old crosswalk at Swiftwater Transportation as it is starting to show through the existing paint. We will need to look at the new ones that were painted to be sure they are effective in the current placement.
3. Discussion was held about bus drivers using the outside entrance to the wash bay and not walking through the garage.
4. Swiftwater Dispatchers will need to give recommendations of Swiftwater Transportation employees that would be a good addition to the committee. This would replace Frank Andrade who recently retired.
5. Our next meeting will be held February 16, 2017.

Adjournment: 1:51 PM